

## PLANNING COMMISSION REGULAR MEETING MINUTES

Community Center  
1808 Main Street, Lake Stevens  
Wednesday, May 4, 2016

CALL TO ORDER: 7:01 pm by Chair Tom Matlack

MEMBERS PRESENT: Chair Tom Matlack, Vice Chair Jennifer Davis, Janice Huxford, Vicki Oslund and Tracey Trout

MEMBERS ABSENT: Linda Hoult and Gary Petershagen

STAFF PRESENT: Interim Planning Director Russ Wright and Clerk Jill Meis

OTHERS PRESENT: Sally Jo Sebring and Council Member Rauchel McDaniel

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**Excused Absence:** Commissioner Huxford made a motion to excuse Commissioners Hoult and Petershagen, Commissioner Davis 2<sup>nd</sup>. Motion carried 5-0-0-2.

**Guest business:** None.

### **Action Items:**

1. *Approve April 6, 2016 Meeting Minutes.* Clerk Meis received a request to amend the meeting minutes to read "Don Hartleben spoke in favor of a second retail location" rather than "Don Hartleben would like to open a retail location". Commissioner Huxford made a motion to approve the amended April 6, 2016 minutes, Commissioner Trout 2<sup>nd</sup>. Motion carried 5-0-0-2.

**Discussion Items:** Interim Planning Director Wright presented a briefing on the new floodplain regulations set forth by Department of Ecology. DOE would like some requirement for floodplain certification. Most of the changes are small and administrative. These changes will be made by public hearing in the future.

Impact Fee Deferrals were approved by the legislature earlier this year and they need to be implemented this year. The impact fees are currently collected at the time the building permit issuance. The new regulations stipulate the builder can defer the fees until the final occupancy, final inspection or the sale of the property. The city is recommending the option of delaying the fees until final occupancy.

**Future Agenda Items:** The Alliance for Affordable Housing will be giving a presentations in June on the housing profile in Lake Stevens.

**Commissioner Reports:** Commissioner Huxford gave an update of the City Council meeting and asked about the public hearing. Commissioner Trout asked about the Mayor's update on land acquisition. Commissioner Oslund wanted to remind everyone of the safety concerns in the area. Commissioner Matlack reported that the funding has been released for the extension of the Centennial Trail.

**Planning Director Report:** Interim Planning Director Wright gave an update for the downtown subarea planning and citizen advisory committee. The city has narrowed down

the candidates to three firms that submitted proposals for the downtown subarea plan. The Planning and Community Development department has received two new commercial business applications.

**Adjourn:** Motion by Commissioner Davis to adjourn, Commissioner Huxford 2<sup>nd</sup>. Motion carried 5-0-0-2. Meeting adjourned at 7:42 p.m.

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Tom Matlack, Chair



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Jill Meis, Clerk, Planning &  
Community Development